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3 January 1975

MEMORANDUM FOR: Deputy Director for Administration

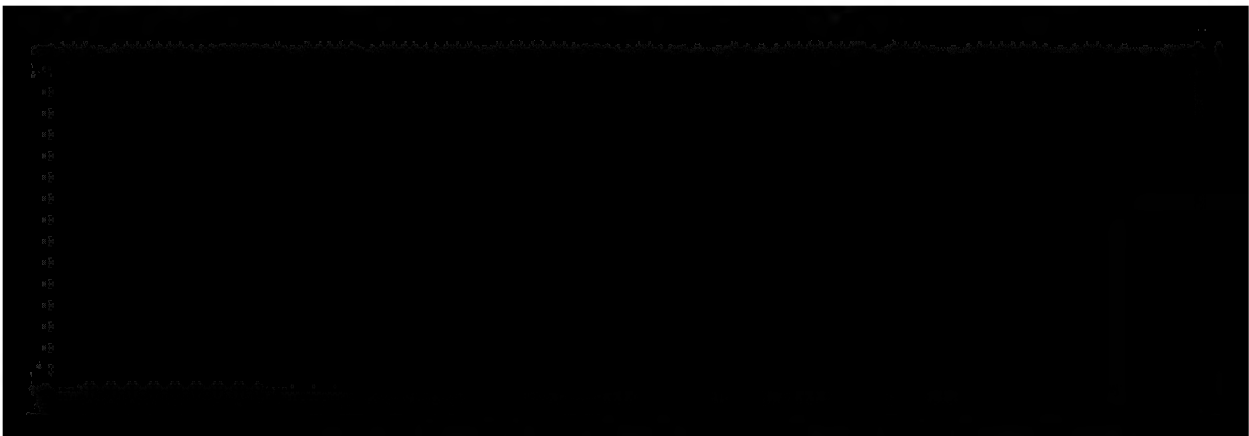
SUBJECT : Office of Personnel Report - Week Ending
3 January 1975

1. Summer Intern Program: An all-time high of 227 applications have been received for the Summer Intern Program. Other than OBGI, Agency components have filled most of their Intern requirements.

2. Minority Co-op School: Kentucky State University, a traditionally Black school, called yesterday to ask if we would accept their co-op students. When [REDACTED] our former Co-op Coordinator, visited them three years ago, they were not interested in co-oping with this Agency. Their new Co-op Director apparently has different ideas and will visit the Agency's Co-op Coordinators this month.

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4. Summer-Only Program: With the 6 January deadline for Summer-Only employment applications, progress to date is as follows:

243 applications received
198 appointments for testing and medical exams scheduled
108 appointments completed.

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5. Clerical Recruitment: A comparison of clerical recruitment activity at this time compared with this time last year reflects favorably on recruiter efforts.

	<u>December 1974</u>	<u>December 1973</u>
Applications Received	140	63
Total Applicants in Process	398	275
Initiated in December	128	42

6. Retirement Activity: As of close of business on 31 December, the following is a snapshot of retirement activity:

	<u>CSC</u>	<u>CIARDS</u>	<u>Total</u>
Retirements - First Half of FY 1975	139	199	338
Disabilities Pending Approval	15	13	28

7. PDP: All PDP Section I's have been received, and a consolidated report is being prepared.

8. Position Management:

a. A meeting was held with OTR personnel concerning the establishment of the OTR Word Processing Center. As a result of this meeting, the Word Processing Center is being established in OTR with four word processing operators and one supervisor.

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b. Discussion was held with the Chief, EA Personnel on the upgrading of the [REDACTED] Finance Officer position to GS-14.

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c. The draft of the [REDACTED] has been completed and is being reviewed.

9. Rehired Annuitants: During the week I approved the following rehired annuitant cases for the Directorate of Administration:

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[REDACTED] -- Office of Personnel
[REDACTED] actor.
[REDACTED] Office of Security --
Independent Contractor.

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10. Income Tax Return Assistance: Preparations are being made for the annual seminar on Federal and State income tax returns. A representative of the U. S. Internal Revenue Service will present the Federal portion of the seminar which is scheduled for 29 January 1975. The Deputy Directors will be asked to nominate representatives to attend the seminar and an Employee Bulletin will be published advising employees where they may obtain assistance and tax forms. Tax forms for Federal returns and for Maryland, Virginia and the District of Columbia have been requested.

11. FECA Notice: The Headquarters Notice announcing recent changes in the Federal Employees' Compensation Act is scheduled for publication on 6 January 1975.

Coming Events

1. In preparation for the annual Educational Aid Fund review and consideration, the book dispatch and Headquarters Notice announcing the event are in the final stages of processing.

(Signed) F. W. M. Janney

F. W. M. Janney
Director of Personnel

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